



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

2021 Plan Review Services

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1 of 7
SECTION II – SCOPE OF WORK	1 of 7
SECTION III – CERTIFICATIONS	2 of 7
SECTION IV – PRE-SUBMITTAL CONFERENCE	2 of 7
SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	2 of 7
SECTION VI – SUBMITTAL REQUIREMENTS	4 of 7
SECTION VII – SELECTION PROCESS AND SCHEDULE	5 of 7
SECTION VIII – GENERAL INFORMATION	5 of 7

REQUEST FOR QUALIFICATIONS

Consulting Services for Plan Review Services

The City of Mesa (City) is seeking qualified consulting firms or teams to provide professional services in the category of Plan Review Services.

All qualified firms that are interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

SECTION I – PROJECT DESCRIPTION

The City of Mesa Engineering and Development Services Departments (DSD) are requesting services to include the review of construction drawings and civil engineered grading, drainage, and transportation plans. The reviews will evaluate plans for compliance with City-adopted building codes and standards, grading and drainage regulations, and transportation requirements. The specific jobs may include residential or commercial projects. The type of proposed work may include new construction, remodel, tenant improvements, additions, or site improvements.

The selected firm(s) will be required to use the City's software systems for all plan review reports and paperwork processing. Training on the City's internal software for projects will be provided.

After a firm(s) is selected and a contract between firm(s) and the City is executed, proposed Consultants from that firm will be required to go through a full Level 2 background check that includes fingerprinting and a check of Arizona Department of Public Safety (DPS) and FBI databases. If a specific team member is unable to work for the City based on failure to pass the background check, the firm shall substitute an equally or better qualified individual (as determined solely by the City) at no additional cost to the City. The coordination, time, and effort to make personnel available for background checks shall not be billable to the City.

Selected firm(s) will be required to submit timecard information in a City-approved format. Timecard information will be provided on a weekly basis for review and approval by City. Monthly invoices generated by the firm will include all supporting documentation, including a cover letter and timecard details.

Through this solicitation, up to three (3) consultant firms may be selected. A contract will be executed between the City of Mesa and each of the selected firm(s).

SECTION II – SCOPE OF WORK

The City of Mesa Engineering and Development Services Departments (DSD) are requesting services to include the review of construction drawings and civil engineered grading, drainage, and transportation plans. The reviews will evaluate plans for compliance with City-adopted building codes and standards, grading and drainage regulations, and transportation requirements. The specific jobs may include residential or commercial projects. The type of proposed work may include new construction, remodel, tenant improvements, additions, or site improvements.

WORK PRODUCT (Contractor): The work product shall consist of online plan review comments, data entry and/or digital redlines, as applicable. The comments or approval/denial letter shall be provided to DSD in PDF format after each review is completed.

WORK PRODUCT (DSD): The work product shall consist of written comments to clearly describe deficiencies in the plans due to failure of the design to comply with a regulatory requirement, or a letter of approval if no deficiencies are found. Digital, red-lined plans may also be submitted as necessary to clarify, but not act as a substitute for, written comments. The comments or approval/denial letter shall be prepared using an DSD provided format after each review is completed.

ADOPTED CODES (DSD): DSD will supply a digital copy of the local amendments to the 2018 edition of ICC codes (IBC, IRC, IMC, IFC, IFGC, IPC, IECC, IEBC, ISPSC), 2017 NEC, drainage regulations, transportation regulations, and City standards, as applicable, to the Contractor. Copies of other codes shall be the responsibility of the Contractor.

REVIEW PROCESS: The review process for jobs selected under this contract shall be as follows:

- City accepts application or resubmission.
- City determines what jobs will be reviewed by outside firm.
- Contractor notified of job assignment.
- Contractor downloads construction drawings, associated reports, data sheets, calculations, etc. from City's online permitting system.
- Contractor shall complete review and provide comments or approval letter to DSD within ten (10) working days.
- City reviews work product and contacts Contractor for clarification, if needed. Contractor responds within one day. Any such clarifications shall be considered as part of the scope of work covered by that job under this contract.
- DSD enters plan review information into City's online permitting system.
- DSD notifies applicant.
- Applicant receives electronic approved plans and permit or comments.
- DSD answers plan review questions of applicant.
- Any single job may require as few as one review of submitted plans or generally not more than three reviews of submitted plans. Additional or special reviews may be completed at hourly rates. The result of a review of plans shall be electronic approved plans and permit or comments.
- If written review comments are unclear only DSD staff may request clarification from the reviewer. Any such clarifications shall be considered as part of the scope of work covered by that job under this contract.

SECTION III – CERTIFICATIONS

The City of Mesa Development Services Department (DSD) is requesting selected firms to have the below International Code Council (ICC) certifications:

B3 – Building Plans Examiner
R3 – Residential Plans Examiner
E3 – Electrical Plans Examiner
M3 – Mechanical Plans Examiner
P3 – Plumbing Plans Examiner

SECTION IV – PRE-SUBMITTAL CONFERENCE

No Pre-Submittal Conference will be held.

SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA (BASED ON 1,000 POINTS)

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General Information (100 points)

Provide a general description of the consulting firm that is proposing to provide the services, including subconsultants, if any. Provide an organizational chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations

B. Experience and Qualifications of the Firm/Team and Key Personnel (300 points)

1. Provide a list of similar contracts on which the project team has experience. For each reference contract, please provide the following information:

- a. Description of the contract, including contract name and location;
 - b. Contract owner and/or client information;
 - c. Role of the firm, including a description of the services provided;
 - d. Role of each key team member who worked on the reference contract and the percentage of time spent by each key team member on said contract;
 - e. Approximate dates services were provided; and
 - f. Total or estimated value of the contract.
2. List all City of Mesa projects and/or contracts where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

C. Understanding of the Project and Approach to Performing the Required Services (350 points)

Discuss the firm's approach to performing the required services noted in Section I above. How does the firm intent to resolve major issues and provide technical innovations to City projects? Describe how the firm would incorporate technical innovations into City projects and how the firm's expertise can benefit the City.

D. Current Workload, Workload with the City of Mesa, and the Ability of Project Team to Start Immediately. (50 points)

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 25 points):

Provide a table or list that summarizes the current major assignments of all key team members and how the firm would staff City projects that are awarded from the Plan Review Services Contract. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage City projects, in addition to their current workload, may be awarded up to 25 points for this subcategory.

2. Existing Contracts with the City of Mesa (up to 25 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa ("pending" status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed). Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same City of Mesa project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Plan Review Services Contract with the City of Mesa, each active project order under the contract will count as a separate project. If a firm has no active project orders under the Plan Review Services Contract, the contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa's incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, with no current or pending contracts with the City of Mesa, will be awarded 25 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded 15 points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

E. Office Location (50 points)

Identify the physical location of the lead firm's office. Fifty points will be awarded to teams whose lead firm's office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Thirty points will be awarded to teams whose sub-firms are physically located within City of Mesa's incorporated limits. No points will otherwise be awarded for this category.

F. Reference Information (150 points)

City will award a maximum of 150 points for past performance reference information (maximum of 50 points per reference). It is the firm's responsibility to solicit and to ensure that three (3) Past Performance Verification Forms (PPVF's) are submitted directly to the City per the instructions on the Form. Any Forms in excess of three (3) will not be counted toward this requirement.

Statement of Qualifications scores will not carry over to interviews, if held.

SECTION VI – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter that contains current company/firm contact information including a valid phone number and email address, plus a maximum of **eight (8) pages** to address the SOQ evaluation criteria (*excluding* resumes but *including* an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **one (1) electronic copy** in an unencrypted PDF format to Engineering-RFQ@mesaaz.gov by **2:00PM on Thursday, July 1, 2021**. Maximum file size shall not exceed 20MB. SOQ's that are unable to be opened by City staff will not be considered for award. Submitters may request a single opportunity to verify that a test email and attachment are received and can be opened by City staff. Test emails must be sent to Engineering-RFQ@mesaaz.gov. The City reserves the right to accept or reject any and all Statements of Qualifications. The City is an equal opportunity employer.

All submittals should be sent to:

**CITY OF MESA
ENGINEERING DEPARTMENT
ATTN: Emily Greco
Engineering-RFQ@mesaaz.gov**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:

- Receipt of submittal by the specified deadline;
- Receipt of the number of copies of the submittal specified;
- Adherence to maximum page requirement;
- Delivery of submittal to correct location/email address;
- Delivery of submittal, that includes project name and number for which your firm is submitting, must be clearly labeled; and/or
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards

the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION VII – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting firms. Interviews will not be conducted as part of the selection process.

The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked team, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

SOQs Due	2:00PM, Thursday July 1, 2021
Selection	Thursday, July 22, 2021

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exception. The City of Mesa's Professional Services Contract is available on-line at the following location:

<http://www.mesaaz.gov/business/engineering/engineering-contracts>

SECTION VIII – GENERAL INFORMATION

RFQ Lists. This Design Services Request for Qualifications will be listed on the City's web site. The address is: <http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>.

Compliance with Arizona Revised Statutes (ARS). Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

Contract Version Updates. If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

Instructions. The City of Mesa shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Duration of Contract. Unless otherwise determined by the City, the contract(s) to be established under this solicitation will become effective on the date the contracts are executed. Unless otherwise determined by the City, the contract(s) established under this solicitation will remain valid for one (1) calendar year, with the City reserving the right to extend by two (2) additional one-year terms. Said extensions shall be in writing to the firm/teams.

City Rights. The City of Mesa reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

Protest Policy: Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Cooperative Use of Contract. The contract awarded through this procurement process may be extended for use by other governmental agencies and political subdivisions of the State with the approval of the Consultant. Any such usage by other entities must be in accordance with the prices, terms and conditions of the City of Mesa Contract and with the ordinances, charter, rules and regulations of the entity using this Contract. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City shall not be responsible for any disputes arising out of transactions made by others.

Questions. Questions pertaining to the Design Services selection process or contract issues should be directed to Emily Greco of the Engineering Department at Emily.Greco@mesaaz.gov.

Also, to do business with the City of Mesa, you are required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single-entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.



City of Mesa
Engineering Department
20 E. Main Street
Mesa, AZ 85201

PAST PERFORMANCE VERIFICATION FORM (PPVF)

Directions to Submitting Firm: Request Public/Private Agencies, for which you have substantially completed (Professional Services, CMAR or JOC) similar work, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Agency or Agency's representative directly responsible for oversight of the project to complete and submit via email to the City of Mesa prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. By submitting this form, you are waiving any claim against the Agency listed for providing information regarding a project.

SOQ Due Date and Time: **2:00PM, Thursday, July 1, 2021**

PROJECT NAME: **2021 Plan Review Services**

PROJECT ROLE SUBMITTING FOR: (select one) ☒ **PROFESSIONAL** ☐ **CMAR** ☐ **JOC**

NAME OF COMPANY TO BE EVALUATED: _____

NAME OF AGENCY OR FIRM SUBMITTING EVALUATION: _____

NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION: _____

NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED: _____

Questions to be completed by Agencies:

1. Has the above referenced project reached substantial completion? (select one) ☐ **Yes** ☐ **No**

2. What project delivery method was utilized? (select one) ☐ **DBB** ☐ **CMAR** ☐ **JOC** ☐ **DB**

What type of services did this firm provide on the project referenced?

3. On a scale of 1 to 10 (1 being lowest, 10 highest) rate this company's performance on the following:

a. Was the project completed on time? (10=Yes, 0=No) _____

b. Was the project completed within budget? (10=Yes, 0=No) _____

c. What was the quality of the work performed? _____

d. Was staff proactive in solving problems that may have occurred on your project? _____

e. Would you be willing to contract with this firm again? (10=Yes, 0 = No) _____

TOTAL POINTS _____

4. Any additional comments.

Please email to Engineering-RFQ@mesaaz.gov by the date and time shown